

Steps to Enrollment

SPRING 2017 | INTERNATIONAL

Freshmen



Welcome future Spartan to San José State University.

To officially enroll for the Spring 2017 semester, please follow the steps in this guide. Make sure to sign up and pay for a mandatory orientation program when you submit your Intent to Enroll—no later than **Tuesday, November 15, 2016.**

Deepna
Software Engineering





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Tanya
Sociology

Diana
Occupational Therapy

Vivian
Health Science

SJSU Points of Pride



- 1 SJSU was ranked eighth overall among the West's top public universities offering bachelor's and master's degrees.
- 2 SJSU received more than **56,000 applications** (5,500 international applications) from prospective students for Fall 2015, setting a new SJSU record.
- 3 **Silicon Valley companies hire** more San José State students and alumni than any other college or university in the country.
- 4 As a Spartan, you get the best Silicon Valley has to offer, while having fun nearby in the **Pacific Ocean, Yosemite National Park and San Francisco**.
- 5 San José State's student body reflects the **diversity of the San Francisco Bay Area**, one of the most diverse regions in the world.
- 6 Among your fellow Spartans were over **2,700 new and returning international students** (including 845 undergraduates) enrolled for Fall 2014.
- 7 San Jose State's **Division I Athletics** teams earned an all-time high Academic Progress Rate (APR) from the NCAA.
- 8 You'll enjoy a newly expanded **Student Union** and a new **Student Wellness Center**.
- 9 Spartans are **leaders in sustainability** with our comprehensive recycling program, bike and car share programs, and new buildings in progress designed to meet LEED standards.
- 10 SJSU was selected as a regional **winner of the 2015 W.K. Kellogg Foundation Community Engagement Scholarship Award** for the university's community outreach initiatives.

Stay Committed to the Process (Read Everything)

There are consequences if you miss deadlines

Deadlines are very important and in place to help guide you through the admission process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. Once you are admitted, sign in to your MySJSU account every few days and read all messages. Take action immediately regarding any "To Do List" list items, or posted deadlines. A message is posted to your account only when it applies specifically to you.

Take responsibility

- Monitor your own status
- Meet deadlines
- Attend orientation
- Pay bills on time

These items are all part of accepting responsibility for your own success.

Additional pre-arrival information

Excellent advice and instructions are posted at sjsu.edu/iss

Calendar – Spring 2017

October 2016

Friday, October 21,
Priority due date for Housing application
Housing application fee and initial payment due

Saturday, October 22

EPT/ELM exams

Tuesday, October 25

Registration Appointments posted on MySJSU
Schedule of Classes goes live at
<http://info.sjsu.edu>

November 2016

Tuesday, November 1 – Monday, January 23

Advance Registration

Friday, November 11

Veteran's Day (Holiday) – campus closed

Tuesday, November 15

Intent to Enroll deadline

(last day to accept SJSU's offer of admission)

Saturday, November 19

EPT/ELM exams

Thursday, November 24 – Friday, November 25

Thanksgiving Day (Holiday) – campus closed

December 2016

Saturday, December 17

Payment Due Date
(if registered between 11/01/16 – 12/11/16)

Monday, December 26 – Monday, January 2

Winter Break – campus closed

January 2017

Sunday, January 1

New Year's Day (Holiday) – campus closed

Tuesday, January 10

I-House contract start date

Saturday, January 14

Last Day to take EPT/ELM exams

Monday, January 16

Dr. Martin Luther King, Jr. Day (Holiday) –
campus closed

Payment Due Date
(if registered between 12/12/16 – 01/10/17)

Wednesday, January 18

FROSH ORIENTATION

Sunday, January 22

On-campus housing opens for Spring
2017 semester (Check in at 12 p.m.)

Monday, January 23

Advance Registration ends
Last day to drop classes & receive a 100%
refund

Tuesday, January 24 – Wednesday, January 25

No registration activity

Thursday, January 26

First day of instruction

Thursday, January 26 – Tuesday, February 14

Late Registration period

February 2017

Tuesday, February 7

Last day to drop a class without a "W" on a
student's permanent record

Tuesday, February 14

Last day to add courses & register late
Last day to submit Audit/Credit/No Credit
grading option

Thursday, February 16

Payment Due Date
(if registered between 1/17/17 – 2/10/17)

March 2017

Sunday, March 19

Final Payment Due Date

Monday, March 27 – Friday, March 31

Spring Recess - no classes

Friday, March 31

Cesar Chavez Day (Holiday) – campus closed

April 2017

Wednesday, April 26

Last Day to withdraw for Spring

May 2017

Tuesday, May 16

Last day of instruction for Spring

Thursday, May 18 – Wednesday, May 24

Final exams

Monday, May 29

Memorial Day (Holiday) – Campus closed

Wednesday, May 31

Initial Spring 2017 grades viewable via MySJSU
account

June 2017

Monday, June 12

Academic standing viewable on MySJSU
(unofficial transcript)

MySJSU Account

SJSU communicates by posting items on a “To Do List” posted to your MySJSU account or by sending messages to your MySJSU account. Be sure to **check your MySJSU account at least once a week** for important notices. Even if someone else manages your account, you are responsible for meeting all deadlines. If you have not signed in to your MySJSU account, do so immediately!

To access your MySJSU account:

1. Look for an email with your SJSU Identification Number (ID).

Approximately one week after applying at CSUMentor, you should have received an email (sent to the email address listed on your application) with your nine-digit SJSU ID included. This nine-digit number will be your primary SJSU identification number while studying at San José State. Losing this number can be a problem, so put it in a safe and accessible place. Make sure the spam filters on your email account are set to accept email from @sjsu.edu.

2. Set the password to access your MySJSU student account and SJSUOne wireless account on campus

Go to <https://sjsuone.sjsu.edu/SJSUOne/ResetPassword> and enter the nine-digit SJSU ID you received in Step One. Choose one of the two options listed to set your password for the first time. This same process will also allow you to reset your password.

3. Sign in to your MySJSU student account at <http://my.sjsu.edu>

Click on the blue “MySJSU” button and enter your nine-digit SJSU ID and the password you created in step two. Make sure your personal information is up to date; your email address is critical! Confirm your email address and update, if necessary. Be sure to set your filters to accept messages from the @sjsu.edu domain.

4. Check your MySJSU account

Check your MySJSU account at least once a week for important and time sensitive notices, such as deadline requirements, fees posted, payment due dates, enrollment appointment time, and information regarding tests, transcripts or deadlines. You are responsible for monitoring your progress throughout the entire enrollment process, and you must take action by posted deadlines! Failure to do so will result in your application being withdrawn.

Need Help with MySJSU?

View MySJSU tutorials at http://my.sjsu.edu/students/student_tutorials/index.html

Lost SJSU ID or password?

Click on the yellow “Password Help” button at <http://my.sjsu.edu>

Intent to Enroll Steps

For Spring 2017, you must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on Tuesday, November 15 or your admission will be automatically withdrawn. If you anticipate any problems completing the required steps below by the stated deadlines, contact nextsteps@sjsu.edu immediately!

STEP 1 of 4

Submit your Intent to Enroll

1. Go to <https://nextsteps.sjsu.edu/spring> You will need the following information to complete the online process: Your nine-digit SJSU ID (on your Letter of Admission), your PIN, which is your birth date (month/day). Example: January 21 is 0121.
2. Tell us your plans
YES - I intend to enroll at SJSU for the Spring 2017 semester. Your admission is good only for this term. You may not defer your enrollment to a later semester. **You are not done!** You must complete the rest of the steps. – OR –
NO - I will not attend SJSU for the Spring 2017 semester. Your application will be withdrawn from further consideration.

STEP 2 of 4

Sign up for required placement exams

If required, you must complete the Entry Level Mathematics (ELM) test and the English Placement Test (EPT) no later than Saturday, January 14, 2017. You have the option of taking this test here in the U.S. or abroad. You must register for the exams at least two weeks prior to this date and at least six weeks if taking the exams outside the U.S. (See "Placement Tests in Math and English" section for more information). Space is limited so sign up early.

Please note that you will not be allowed to register for any classes until SJSU has received your scores. Contact testing-office@sjsu.edu as soon as possible if you anticipate visa limitations that will prohibit you from entering the country in time to make this deadline.

Directed Self Placement

Directed self placement (DSP) is a prerequisite for all students intending to enroll in either English 1A, or English 1AF. DSP allows you to preview the reading and writing you will be required to do in your first writing course and to decide which of the two versions of English 1A you need. You must complete the DSP exercises in Canvas before your orientation date.

Check your MySJSU messages in December for information about how to access and complete the Canvas DSP course. For information about the First Year Writing Program and DSP, go to our website: sjsu.edu/english/frosh. If you have questions, email us at: directedselfplacement@sjsu.edu

STEP 3 of 4

Sign up for mandatory Frosh Orientation

Freshmen will attend Frosh Orientation on **Wednesday, January 18, 2017**. Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. There is a \$70.00 (U.S. dollars) nonrefundable fee to attend.

You are required to attend the entire program. If you do not attend or leave during any portion of the program, your admission will be withdrawn and you will need to reapply for the next available term.

STEP 4 of 4

Pay for mandatory Frosh Orientation

Once you sign up for Frosh Orientation, you will be directed to pay the non-refundable \$70.00 (U.S. dollars) fee online via credit card. You will receive an email receipt from our payment system. Save this receipt! It is your proof that you made the payment before the November 15 deadline.

Three to five business days after submitting your online payment, you will receive an email receipt from nextsteps@sjsu.edu that confirms completion of the Next Steps Intent to Enroll process. Print and keep this for your records—you will refer to it when communicating with SJSU staff.

Your receipt will also be posted to your Next Steps account for your reference. If you do not receive this confirmation within five business days, contact nextsteps@sjsu.edu.

I have my receipt, what's next?

Take all required exams and attend your selected orientation session. Continue to check your MySJSU account for "To Do List" items.

To Do List

Mandatory

- Complete** work currently in progress and graduate.
- Complete** the multi-step Intent to Enroll process at <https://nextsteps.sjsu.edu/spring> no later than 11:59 pm (Pacific Standard Time) on **Tuesday, November 15, 2016** which includes payment of the Orientation Fee.
- Arrange** to take the ELM and EPT at SJSU, if required, no later than **Saturday, January 14, 2017**. (If you plan to take the tests outside California or overseas, then the deadline is **Thursday, December 1, 2016**.)
- Attend** your mandatory Frosh Orientation session on **Wednesday, January 18, 2017** (registration is part of the Intent to Enroll process).
- Purchase** health insurance prior to registering for classes.

Important

- Read** the SJSU Catalog online at <http://info.sjsu.edu/home/catalog.html>
- Read** the SJSU Schedule of Classes at <http://info.sjsu.edu/home/schedules.html>
- Like** SJSU Enrollment Services at [facebook.com/SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)
- Follow** SJSU Enrollment Services on Twitter @SJSU_ES

Please note that only coursework completed by the end of summer will be used in the evaluation of your spring application. Courses taken in the fall will not be considered.

Final Documents & Transcripts

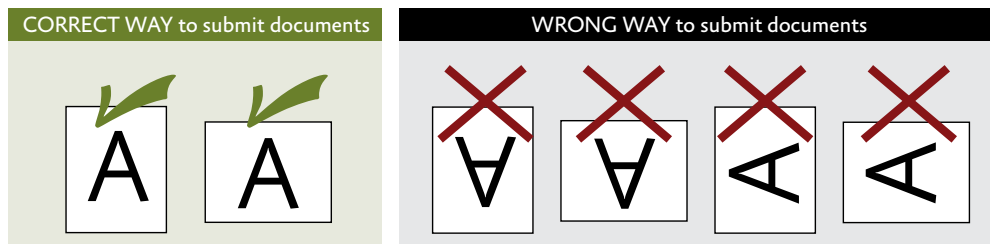
- **Transcripts/Mark Sheets:** Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll.
- **Test Scores** (TOEFL, IELTS, Advanced Level/ A Level, AP exams, SAT and ACT) and IB diploma must also be sent directly to SJSU from the testing agency.
- To speed up transcript processing time you are highly encouraged to request that your institution send electronic transcripts to San Jose State University. If you must have your transcripts mailed, please include your assigned nine-digit SJSU ID# on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. **PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED.**
- Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

San José State University

Undergraduate Admissions

One Washington Square

San José, CA 95192-0016



All other documents (bank statement, Declaration of Finance, and photocopy of current passport) can be mailed or submitted electronically in individual PDF formatted files (one PDF for each requested document). If possible, please submit them electronically (PDF only) to sa-adm-wrkflow@sjsu.edu

The following are steps for submitting items by email.

- Convert documents to PDF format. Free PDF converters are available at primopdf.com or freepdfconvert.com
- Make sure the documents are readable, with your name or the name of your institution at the top of the page, and in individual files (one PDF per document).
- Include your nine-digit SJSU ID and your first and last name as it appears on your passport in the BODY of the email message.
- Send email with attachments to sa-adm-wrkflow@sjsu.edu
One email may contain multiple PDF files.

Please note: After your documents have been submitted, it may take up to three weeks for your "To Do" List items on your MySJSU account to be updated. Avoid delays and submit documents as soon as possible in the approved format.

Continue to check MySJSU for important messages, required documents, and deadlines.

F-1 Student Visas/I-20 Process

Coming from a U.S. Institution

Prior to the end of your last semester, you must have your current school transfer your I-20 to SJSU. To complete this process, you must do the following: Show your admission letter and the SJSU "Transfer In Form" to your current school's international office. You can find the form at sjsu.edu/isa/forms under SJSU "Transfer In Form". Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408-924-2035. Complete your Immigration Document Check-In at the Office of International Student and Scholar Services (ISSS) at SJSU. For more information, visit sjsu.edu/iss

Coming from Outside the U.S.

You will receive a U.S. Immigration Form I-20 directly from San José State in the mail with your letter of admission. To start the process to obtain an F-1 student visa first complete the I-901 form online through SEVIS at ice.gov/sevis/i901 then pay the SEVIS fee and print out the receipt.

To obtain your F-1 visa, make an appointment for a visa interview and go to the nearest U.S. Embassy or Consulate with the following:

- Your current passport
- SJSU admission letter
- Your I-20 Certificate of Eligibility form
- Proof (receipt) of SEVIS payment
- Proof of financial support

For more information on preparing for a visa interview, visit sjsu.edu/isa/new/pre-arrival/visa-interview/index.html

Additional information can be found at <https://travel.state.gov/content/visas/en/study-exchange/student.html>

Upon arrival to SJSU, you must complete your Immigration Document Check-In at the Office of International Student and Scholar Services (ISSS). For more information, visit sjsu.edu/iss

Frequently Asked Questions

What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to meet our deadlines will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

What if I am taking courses this fall that are required for admission?

Spring applicants may not use coursework from fall courses to complete admission requirements.

Can I defer my admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must reapply for the next available term for which you meet the minimum requirements.

I am provisionally admitted; what if I earn “D” or “F” grades?

Your final transcript must show that you have passed required courses for admission with the equivalent of a U.S. “C-” or better prior to your high school graduation date. We will withdraw your admission for failure to meet this standard.

Change of Major

Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed, even after admission to SJSU.

Health Insurance

SJSU requires all students to have medical insurance, and all international students are required to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. To enroll, go to <http://studentinsurance.wellsfargo.com>. Then, select "Find Your School Plan" and type "San Jose State University." Select "2016-2017 San Jose State Univ.- International." You can buy your insurance for the year, or for a semester at a time. If you have questions about purchasing your insurance, contact International Student and Scholar Services at 408-924-5920 or international-office@sjsu.edu

Immunization

As a new student, you will need to provide proof of Measles (sjsu.edu/studenthealth/requirements/measles-rubella) and Hepatitis B (sjsu.edu/studenthealth/requirements) immunizations prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2077.

Frosh Orientation

(Mandatory)

Frosh Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend orientation. You are required to attend the entire program. If you do not attend or leave during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Spring 2017. Students who arrive late will not be allowed to attend the program. Guests are not permitted to attend orientation.

Visa Limitations

Students who have visa limitations prohibiting them from entering the country in time to attend the mandatory orientation program must contact Student Involvement at orientation@sjsu.edu or 408-924-5972.

How do I register for orientation?

You will sign up for orientation in step three of the multi-step Intent to Enroll process

When is Orientation?

Wednesday, January 18, 2017

Is there a fee to attend?

Yes, there is a nonrefundable \$70.00 fee to attend.

Is attendance mandatory?

Yes, attendance is mandatory and you will not register for classes without attending Frosh Orientation.

What if I can't attend?

You will be blocked from registering for classes, and you will not be able to attend SJSU in Spring 2017. You must arrange your personal schedule to attend the mandatory Frosh Orientation.

How do I contact Orientation?

sjsu.edu/getinvolved/orientation
orientation@sjsu.edu
408-924-5972

Disability Accommodations

This event is wheelchair accessible. Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected orientation date.

Immigration Session

Check in with International Student and Scholar Services in Clark Hall Room 543 following your Frosh Orientation session to ensure the following:

- Maintain your legal non-immigrant status in the U.S.
- Learn about F-1 benefits
- Complete your immigration transfer from another U.S. institution to SJSU, as applicable

Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessibility Education Center

sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice

Advising

sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Athletics

sjsuspartans.com

Bookstore

spartanbookstore.com
408-924-1800

Class Schedules

<http://info.sjsu.edu/home/schedules.html>

Fees and Tuition (Bursar's Office)

Payments and Refunds
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Housing

sjsu.edu/housing
uhs-frontdesk@sjsu.edu
408-795-5600

International House (I-House)

sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

International Student and Scholar Services (ISSS)

sjsu.edu/iss
international-office@sjsu.edu
408-924-5920

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting/campus_maps/directions

Orientation (Frosh)

sjsu.edu/getinvolved/orientation
orientation@sjsu.edu
parents@sjsu.edu
408-924-5972

Parking

Purchase parking permits online only
sjsu.edu/parking

Placement Tests in Math and English

All freshmen are required to complete placement tests in both math and English, unless exempt. These placement tests are called the Entry Level Mathematics (ELM) exam and the English Placement Test (EPT). The last EPT/ELM available at SJSU is Saturday, January 14, 2017. Students can be exempt from these exams by scores earned on other appropriate tests such as the SAT, ACT, Advanced Placement (AP), and A and AS Level Exams (Math only). Students who are exempt, must provide proof prior to completing Next Steps.

You will not be allowed to register for any classes until we receive proof of exemption or test scores for the ELM and EPT. Students have three options for taking the ELM and EPT:

Option 1: Take the ELM/EPT at any of the 23 California State Universities by **Saturday, November 1, 2016**.

Visit ets.org/csu/registration/dates for a full list of testing locations and dates.

Option 2: Take the ELM/EPT in another U.S. state other than California, or outside the U.S., by **Thursday, December 1, 2016**. SJSU must receive test scores in time for course registration. There is an additional fee for testing outside of California. For questions regarding out-of-state testing, please call 1-925-808-2142 or email csuoutofstate@ets.org. Visit ets.org/csu/registration/dates to register.

Option 3: Take the ELM/EPT at SJSU on **Saturday, January 14, 2017**.

This option is specifically created for students who do not test prior to entering the U.S. Please note that taking the exam(s) on this date will affect your registration for courses because ELM/EPT scores are required to register for courses at SJSU. To register for the January 14 exam(s), contact the Testing office at testing-office@sjsu.edu as soon as possible. You will be registered for this test date automatically if you do not sign up for the above options, you will receive a MySJSU message about a week prior to the test date with information to pay and where to take the test. For inquiries, please e-mail testing-office@sjsu.edu

Exemptions

To determine if you are exempt from taking the EPT and ELM exam, consult your status in Step two of the Intent to Enroll process (<https://nextsteps.sjsu.edu/spring>). If the exemption status displayed in your Next Steps account does not match your actual exemption status, this means that SJSU does not have all of your official test scores on file. You must send us all official test scores that prove your exemption status or we will require you to take the placement exams. If you still need to take one or both of these exams, register now! Learn more about exemptions at ets.org/s/csu/pdf/csu_information_bulletin.pdf

Importance of Exams

Be aware, the scores you earn on the EPT and ELM exam could cause you to be placed into mandatory remedial courses during your first year at SJSU. Since this can impact the length of time it will take you to earn your degree, we strongly recommend that you prepare for these exams.

For testing information, contact testing-office@sjsu.edu or visit <http://testing.sjsu.edu>

Prepare for Exams

Visit the Testing website at <http://testing.sjsu.edu> for:

- Links to other test sites in the CSU
- Test instructions
- Sample questions and problems contained in Focus on Math and Focus on English sections

English Placement Test preparation csuenglishsuccess.org/exam_prep_esw

Entry Level Mathematics preparation csumathsuccess.org/exam_prep

Contacts Continued

Registration (Office of the Registrar)

sjsu.edu/registrar
registrar@sjsu.edu
408-924-5680

Testing Office

<http://testing.sjsu.edu>
testing-office@sjsu.edu
408-924-5980

Tours of SJSU

youvisit.com/tour/sjsu (virtual tour of campus)
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

Transportation Solutions

<http://as.sjsu.edu/asts>
transportation@sjsu.edu
408-924-7433

Tuition and Fees (Bursar's Office)

sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services

Peer Connections
<http://peerconnections.sjsu.edu>
peerconnections@sjsu.edu
408-924-2587

Social Media

facebook.com/SJSUEnrollment
facebook.com/sanjosestate
instagram.com/sjsu_es
twitter.com/SJSU_ES

English Placement Test (EPT) Exemptions

If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the EPT.

National Standardized Tests

- SAT 500 or higher on the critical reading section
- ACT: 22 or higher on the English test
- AP: 3 or higher on the Language & Composition or Literature & Composition Tests
- IB: 4 or higher on the English Language A1 HL
- CLEP: 50 or higher on the College Composition or College Composition Modular test

Entry Level Mathematics (ELM) Exemptions

If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the ELM exam.

National Standardized Tests

- SAT 550 or higher on SAT I Mathematics Reasoning or SAT II Mathematics Level IC or IIC
- ACT: 23 or higher on the mathematics test
- AP: 3 or higher on the Statistics, Calculus AB or BC test
- IB: 4 or higher on the Math HL
- CLEP: 50 or higher on the Calculus, College Algebra, College Math, Pre-Calculus test
- Advance Subsidiary (AS) and Advance (A) level exams with grade of "C-" or better in Math

Community College Credit

- Complete a course, with a grade of C- or better, that satisfies Area B-4 of General Education

Educational Testing Services (ETS) – Exempt Status

If Educational Testing Services (ETS) says you are exempt from taking the ELM or EPT and your Next Steps Intent to Enroll (<https://nextsteps.sjsu.edu/spring>) account does not reflect the same exemption status, contact the SJSU Testing Office immediately at testing-office@sjsu.edu

Department Placement Exams

Many new undergraduates in the colleges of Science, Engineering, and Business need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit sjsu.edu/math/calculus. To learn if you need to take a department placement exam, contact the department that oversees your degree program (major). View a listing of degree programs and their departments at <http://info.sjsu.edu/home/catalog.html>

Change of Major

Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed.

Register for Classes

What will I need to register for classes?

You will need the following

- A file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other schools, placement test scores, and everything related to your enrollment.
- To register for and attend all segments of the mandatory Frosh orientation.
- The Spring 2017 Schedule of Classes, which becomes available Tuesday, October 25 at <http://info.sjsu.edu>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

How do I register?

You will register for classes in your MySJSU student account. For detailed instructions on how to register for classes: http://my.sjsu.edu/students/student_tutorials/index.html

Do I need an appointment for registration?

- Yes, your enrollment appointment date, starting time and any holds are posted at <http://my.sjsu.edu>.
- If you have a registration hold, click the hold icon and read this information carefully. If you do not have a hold, you may begin to register at your appointment time. (You do not need to come in person or call us to register.)
- Log in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific Class Number codes and section numbers you'll need to register. Read the sections on registration carefully before you register.

When will I get my registration appointment?

Registration appointments will be issued beginning Tuesday, October 25. You will not receive an appointment until we have received and processed all requested documents.

Once I've registered, can I change my schedule?

- If your work or family obligations require you to alter your schedule, you may re-enter the system to make changes before the last day of Advance Registration.
- If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses.

When is Advance Registration?

Tuesday, November 1, 2016 – Monday, January 23, 2017. Be sure to pay your fees by your due date or risk being withdrawn from your classes.

What if I forget to register during Advance Registration?

You may still register, but not until Thursday, January 26, the first day of instruction and the beginning of Late Registration. Late registrants are assessed a \$25.00 late fee. Late registration is dependent on the space available following the "advance registration" period: getting the classes you want may be very difficult.

Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?

Yes. The advisors will advise you on general university expectations and graduation requirements including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of classes.

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90-5). Students are encouraged to consult the Student Responsibilities and Rights (<http://info.sjsu.edu/web-dbgen/narr/static/catalog/studentrights.html>) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures (<http://info.sjsu.edu/static/catalog/policies.html>) every student at SJSU is responsible for knowing and upholding.

Registration Holds

Holds are electronic restrictions that prevent you from registering for classes. Some common holds on registration are:

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Tests

You forgot to take the placement test, or it has not been scored and recorded yet. Sorry, you must have test scores on file at SJSU before you may register. Contact the Testing office at testing-office@sjsu.edu

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Transcript

You owe us a final transcript or verification of classes. You may lose all of your classes if you fail to turn in these records by the stated deadline. Contact the Admissions office at admissions@sjsu.edu or 408-283-7500.

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Prerequisites

You did not take the necessary course to proceed to the next level of instruction. You may be blocked from this course until you show the instructor that you met the prerequisites. The instructor can give you a permission number to add a class after verifying your prerequisites.

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Health Insurance

You did not purchase health insurance. All international students must purchase health insurance coverage before registering for classes. For more information on how to get health insurance contact International Student and Scholar Services (ISSS) at 408-924-5920 or visit <http://studentinsurance.wellsfargo.com>

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Immunization

As a new student, you will need to provide proof of Measles and Hepatitis B immunization prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to window "R" (Registrar) in the Student Services Center (SSC) or fax them to 408-924-2077.

Costs

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account under the "Finances" section. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

Estimates of average expenses (international student) for a nine-month academic year are:

Summary for one academic year	Undergraduate
Minimum semester units:	12 units/semester
Tuition Fees	\$16,306*
Living Expenses	\$19,412
Total (required for Declaration of Finance)	\$35,718

* Amount is based on full-time attendance (12 units per semester) for a nine-month academic year

Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

Financing Your Education

Please note that international students are not eligible for financial aid at SJSU and that off-campus work authorization in the United States is difficult to obtain.

Fee Payment Deadlines

After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped. For more information about payment methods, including international wire transfer, fees and payment due dates visit sjsu.edu/bursar

Installment Payments

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments/index.html

There is an enrollment fee to participate.

International Wire Transfers

International students can now make payments via international wire transfer through their MySJSU account. San José State University has partnered with peerTransfer to streamline the tuition payment process for our international students. peerTransfer offers excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by San José State.

There is no fee charged by SJSU or peerTransfer for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule. Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer

Field Trip Fees

A few courses have additional field trip fees ranging from \$11.00 to \$52.00.

Accessible Education Center (AEC)

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs. Services include, but are not limited to: consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible after applying to SJSU. It is important to make an appointment with the center at 408-924-6000 for review of specific needs prior to registering for classes.

Non-Discrimination Policy:

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, genetics or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250. Learn more at sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/

Special or optional fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check. To enroll, sign in to MySJSU, scroll to Finances, and select Enroll in Direct Deposit.

To learn more visit sjsu.edu/bursar

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit sjsu.edu/bursar/services

You are responsible for keeping your MySJSU account current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university.



Housing

University Housing Services (UHS)

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. To learn more, visit sjsu.edu/housing. If you have questions, please contact University Housing directly at 408-795-5600 or uhs-frontdesk@sjsu.edu

Freshman Housing Requirement

Freshmen who will graduate from a high school located in a city outside a 30-mile radius of campus will be required to live on campus during their first year at SJSU. An appeal can be filed for an exception to this requirement once admitted. **Residence at International House meets the freshman housing requirement.**

International House

A large, comfortable home, the International House is a co-ed residence for 71 U.S. and international students attending San José State. I-House is located near campus and features friendly interaction among students of many cultures. Residents represent approximately 25 countries. Residents range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English language programs.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. As much as possible, roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents have the opportunity to choose a roommate and designate a preferred room. There is no application fee. Applications are available at sjsu.edu/ihouse

HOUSING OPTIONS	DESCRIPTION	RESIDENTS	RENT	MEAL PLAN	INCLUDED IN RENT
Campus Village Apartments – Building A “CVA”	Eight-story building: efficiencies, one and two bedroom units and bedspaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$11,001	Mean plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Apartments – Building B “CVB”	Fifteen-story building: studios, three, four and five bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$10,642	Mean plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Suites – Building C “CVC”	Seven-story building: four-bedroom units	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$15,708	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Campus Village 2 “CV2”	Ten-story building: traditional hall	Freshmen	\$16,355	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Washburn Hall “The Bricks” “The Classics”	Three-story building: traditional hall	Freshmen	\$13,432	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Joe West Hall “The Classics”	Twelve-story building: traditional hall	Freshmen	\$13,432	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
International House “I-House”	Large residence near campus. Home to 71 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$14,534	7-day meal plan included in rent	Internet, Basic Utilities & Cable

*Rent amounts are subject to change and are based on double occupancy, furnished units with a 10-month contract.

**Meal plans are required for all freshmen living in University Housing or the International House (I-House).



Top Countries of Undergraduate International Students

- China
- Vietnam
- India
- South Korea
- Japan
- Indonesia
- Taiwan
- Hong Kong
- Saudi Arabia
- Malaysia

Source: Office of Institutional Effectiveness and Analytics



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